



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12792.1A

(01A1)

14 APR 1992

NTC GREAT LAKES INSTRUCTION 12792.1A

From: Commander, Naval Training Center, Great Lakes

Subj: DRUG-FREE WORKPLACE PROGRAM (DFWP)

Ref: (a) OPNAVINST 5355.4

1. Purpose. To prescribe Naval Training Center (NTC) procedures necessary to implement the requirements of reference (a).

2. Cancellation. NTSGLAKESINST 5355.1 and NTCGLAKESINST 12792.1

3. Background. The basic requirements for a Federal Drug Free Work Place were established by Executive Order 12564 and Public Law 100-71. Within the Chief of Naval Operations (CNO), the DFWP will be standardized to the greatest degree possible by following the guidance in reference (a). This instruction identifies those requirements which must be determined locally and specifies how they will apply within the NTC Staff.

4. Required Actions

a. Employees not identified by other means as subject to testing under this program may volunteer to be included in the program by submitting a written request to the activity Drug Program Coordinator (DPC). A written acknowledgement as prescribed in Appendix G of reference (a) will be returned to such voluntary applications. (D)

b. Department Heads and Special Assistants are authorized to request reasonable suspicion testing in accordance with Chapter IV of reference (a). Such requests must be approved by the Chief of Staff (COS). (R)

c. Any individual tentatively selected for a position identified as TDP who tests positive for illegal drugs will be barred from placement consideration of any kind for positions at any CNO command or activity for a period of six months from the date of the positive drug test. Records of positive results will be maintained by the DPC. The NTC Consolidated Civilian Personnel Office (CCPO) Staffing Division will be required to obtain a clearance prior to making final offer of employment.


d. Individuals referred through administrative actions to counseling or rehabilitation through Civilian Employee Assistance Program (CEAP) will be subject to unannounced follow-up drug testing. The command may elect to impose testing as part of the rehabilitation or treatment program. The employee will be tested (A)

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for a period of one year or for such time as specified in the rehabilitation plan or other form of written agreement.

e. The DPC is authorized to approve up to one hour of overtime pay to complete collection procedures for employees who experience problems in providing a sample. Up to four hours of overtime pay may be approved to complete collection procedures in the case of a reasonable suspicion test.

f. "SAFE HARBOR" will be granted to eligible employees as provided for in reference (a).



J. L. BOYDSTON  
Chief of Staff

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